

5010-104

UNITED STATES GOVERNMENT

~~SECRET~~*Memorandum*

TO : Registrar/TR

DATE: 16 July 1965

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 19  
12 - 16 July 1965I. SIGNIFICANT ITEMS

25 YEAR RE-REVIEW

None

II. OTHERS

A. C/AIB spent Friday morning, 16 July, in detailing the processing of applications (Form 73) for OTRs courses. This was done for [ ] Office of Finance, who is 25X1 the [ ] Committee and is working with [ ] the OT25X1 member. [ ] who has been briefed before, was present. Both men intend to develop a flow chart on the information presented so far; later to have it verified by C/AIB.

B. Registration for the PM, beginning 2 August, continues at 28. AIB has completed the information required for the [ ] phase of the course on all but five candidates.

C. According to [ ] TO/OO, ab25X1 20 employees from OO/C and DO/D are expected to attend the special Operations Familiarization Course at [ ] from 25X1 30 August - 3 September.

D. The Management Course, 8 - 13 August has a total of 17 registered; 15 are [ ] personnel. 25X1

E. After C/HT/OS informed AIB that the 12 July IR Fam Course was canceled, [ ] organized two class25X1 from all who had been registered for IR Fam and prepared an interim roster for C/HT's use. Of the 21 who wanted the instruction, 18 could be fitted into new dates. One class begins on 26 July; and the other, on 19 July.

*B*~~SECRET~~GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Weekly Activities Report No. 19 (cont.)

F. The Registrar's Staff Semi-Annual Report on Records and Equipment for the six months between 1 January and 30 June 1965 was prepared for submission to the OTR Area Records Officer. 25X1

G. On Wednesday C/AIB briefed [ ] an ST returnee from overseas, on the Office of Training. The briefing was tailored to be an updating of OTR, with emphasis on its current organization. 25X1

H. Arrangements have been made for [ ] TO/NPIC, to discuss with C/AIB the matter of having NPIC training entered in the Agency Training Record. Dave will come here on Monday, 19 July. (mfs)

I. As reported in WAR No. 17, 28 June-2 July 65, the next issue of the Bulletin will contain the schedules of courses given by other Components. The TO/OS has reiterated that OS does not plan to advertise its courses, and the only one thought to be of general interest is the Security Reindoctrination which, the TO/OS reports, will probably not be given for another two years.

### III. PERSONNEL

A. Effective 19 July, [ ] will report to HT/OS to take the position of Training Assistant. Anna has been in AIB a year and a half and after this length of service and the fine quality of her work, it is very easy to say that she will be missed. 25X1

B. Fitness Reports were submitted on [ ] 25X1

Attachment:  
Attendance Report

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